D/FBIS Chrono

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STAT

FROM: Director, Foreign Broadcast Information Service 1013 Key Bldg.		EXTENSION	NO. FBIS-1585/85
			DATE 5 July 1985

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Director of Medical Services 1D4040 HQS.				Request approval for 593 hours of advanced sick leave for
2.				
3. Director of Personnel				
4.				
5. Deputy Director for Administration 7D18 HQS.				
6.				
7.				
8.				
9.				
10.				
11. D/FBIS 1013 Key Bldg.				
12.				
13.				
14.				
15.				

STAT

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FORM 610 USE PREVIOUS EDITIONS
1-79

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FBIS-1585/85
5 July 1985

MEMORANDUM FOR: Deputy Director for Administration

THROUGH: Director of Medical Services
                  Director of Personnel

STAT

FROM:

Director, Foreign Broadcast Information Service

SUBJECT: Request for Advance of 593 Hours of Sick Leave -

STAT

1. Paragraph 3 of this memorandum requests your approval of

STAT   593 hours of advanced sick leave for

STAT   2.   has to her credit 57 hours sick leave and 108 hours
annual leave through the pay period ending 8 June 1985. She wishes to
retain her annual leave balance in the event her child, born prematurely,
becomes ill following her return to duty on or about 30 September 1985.
She will be incapacitated from 20 May 1985 to 30 September 1985.
A physician's statement is attached.

STAT

3. I recommend   request be approved.

STAT

Attachment:
  Physician's Statement

CONCUR:

_____   _____
Director of Medical Services   Date

_____   _____
Director of Personnel   Date
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STAT

SUBJECT: Request for Advance of 593 Hours of Sick Leave -

APPROVED:

———————————————————————————   ——————————————
Deputy Director for Administration   Date

STAT

DDS&T/FBIS/Pers[   ] (20 Jun 85)

Distribution:
  Orig - Addressee (Return to D/FBIS)
      1 - DDA (w/att)
      1 - D/OMS (w/att)
      1 - D/PERS (w/att)
      1 - D/FBIS Chrono (w/o att)
      1 - JDC Corres File (w/o att)
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STAT
      1 - 201 File,[   ] (w/att)

2
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